STARS

Student Tracking and Reporting System

**Education Campus
Period Attendance
User Guide
eSIS v 9.0
Version 1**

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Education Campus Attendance User Guide

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Overview

Taking attendance is a daily function all schools must perform within the school environment. It generates truancy reports for the District of Columbia Public School System and the individual DCPS schools, as well as keeps track of the student attendance record. An Educational Campus consists of either PreK-7 or PreK-8 grade levels. The PreK-6th grade level students usually take daily attendance in the homeroom classes since they are self-contained in the classrooms. The 7th-8th grades classes take period attendance in each class with different teachers or courses because the students change classes throughout the day. Currently in the Educational Campus environment, Period Attendance is taken, however, in a slightly different manner. Attendance for the lower grades will be taken during an Advisory class for PreK-5 and some 6th grade classes that are in the Self-Contained classrooms while the middle grade students, 6th-8th that receive schedules and change classes, will have attendance taken during each period of the day.

Objectives

Upon completion of this session, participants should be able to:
- Add the Advisory Period to the Self-Contained students schedule.
- Successfully access the Attendance Module of DCSTARS
- Enter Period Attendance in the Class Entry Screen
- Enter whole day and multi-day absences
- Complete Period Attendance in the Mass Entry Screen
- Successfully accessing and viewing Student Absences
- Generating Student Absence reports

Participant Prerequisites

The participants of this class should have successfully completed the following training classes:
   *   System Basics

Setting Up the Advisory Period

Previously, self-contained PreK-6th grade level classes were taking attendance during homeroom. This procedure has changed to include an Advisory Class to each lower grade for the purpose of taking attendance during this period of the day instead of during homeroom. In this section, the user will learn to prepare DCSTARS by setting up the Advisory Period for the students.

Adding the Advisory Course to Course List

The first step in adding the Advisory Course to the school's Course List is to pull the Course into Course Section Maintenance.

From the DCSTARS Start Screen, select **School** menu > **Course Information** > **Course Maintenance.**
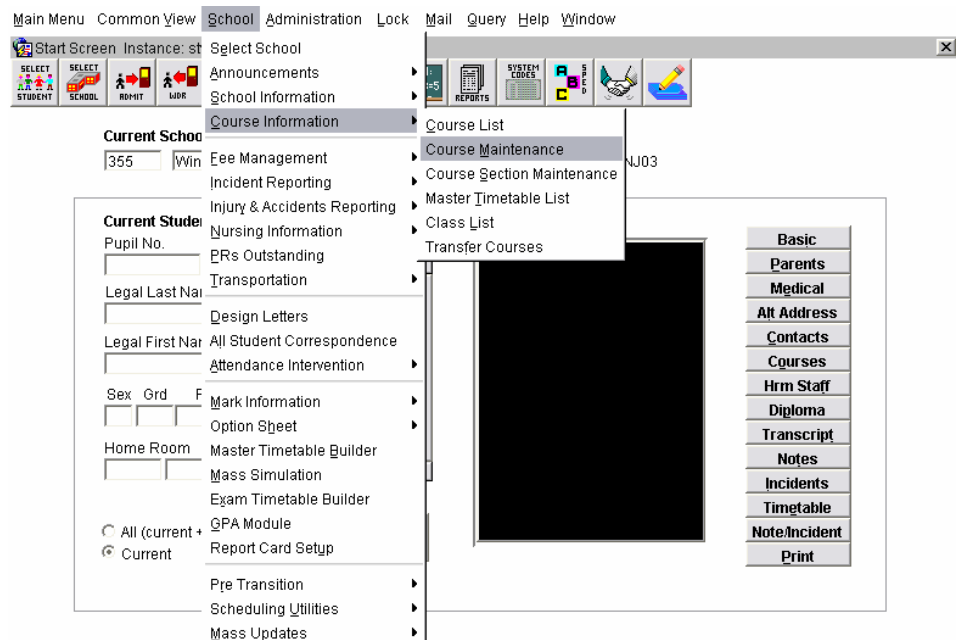
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The **Course Maintenance** window will display.

Click the **List ADD** button to open the Standard Course List window. This will allow the user to locate and select the Advisory Course.

In Standard Course List window, locate course code **AA4** for the Advisory course and click the **Select** button to choose this option and return to Course Maintenance.

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AA4 is now pulled into Course Maintenance.

To complete this Advisory course entry, complete the **Grade Level**, **Format**, **Department**, **Course Length**, and **Min/Max Class Size** entry fields.

Grade Level	Format	Department	Course Length	Max Class Size
Enter PK or PS in the grade level dropdown menu. This includes the lowest grade that can take this course and all of the higher grades.	Change the Format to Full Year.	Select Other in Department dropdown menu.	Change to Course Length to 36 week. This must match the Format of Full Year.	Enter the Maximum class size in the second input field. The user may enter the minimum class size in the first input field but it is not required.

Select the **Save** button to store the Advisory course in the school's Course list.


Click the door to Exit the Course Maintenance window and return to the DCSTARS Start Screen.

Setting up Course Section Maintenance for the Advisory Course

After the user successfully adds the Advisory Course to the schools Course List, sections for each grade level must be created. This assigns classes and teachers to the course, and also designates when the course is in session (Semester, Term, Day, and Period).

From the DCSTARS Start Screen, select the **School** menu > **Course Information** > **Course Section Maintenance**
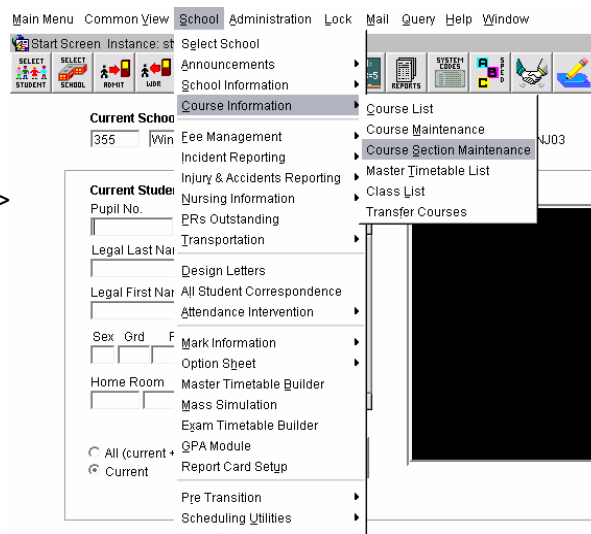
In Course Section Maintenance window, the user must complete at least two entries:

1. **Timetable**

2. **Schedule**

In the Timetable section, enter a 1 or 2 digit section code in the **Sec** field. This will differentiate each section of students in each grade level.

Select the [?] to open the List of Values for teachers.

Select the teacher of the Advisory class and click **Ok**.

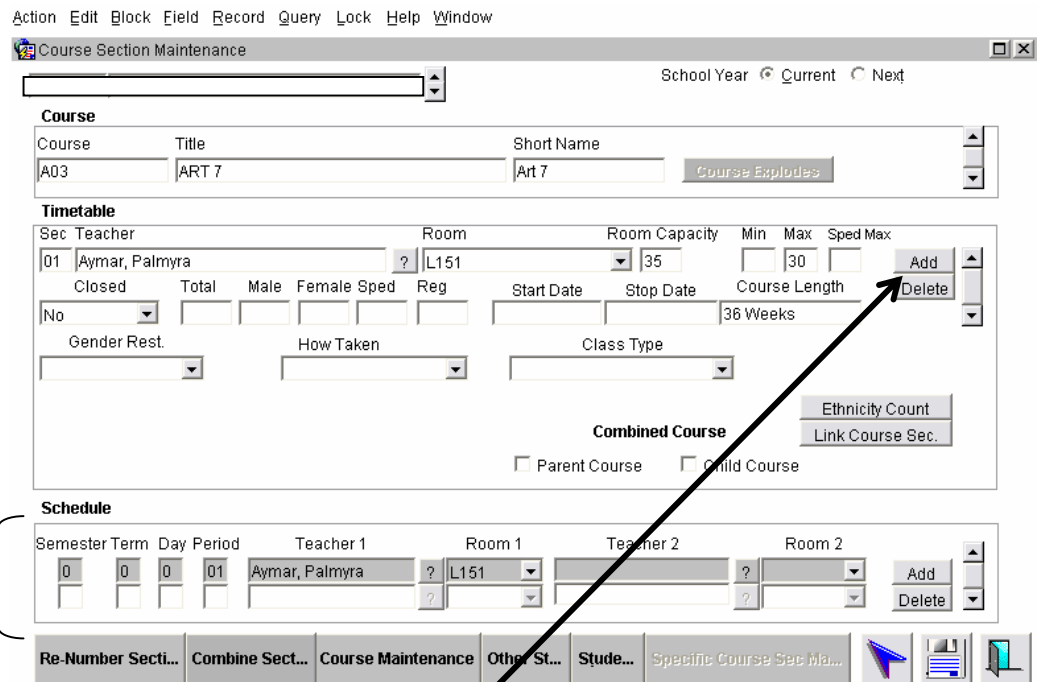Select the **Room** dropdown menu to choose a Room number the Advisory Class is located.

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The Advisory class for self contained students will occur during 1st period daily for the entire school year.

In the **Schedule** section, enter **0** for **Semester**, **0** for **Term**, and **0** for **Day** representing a Full Year course taken every day of the week. Enter **01** in the **Period** field to represent the course occurs during 1st period.

Select the **Save** button to save entries.

After completing the Timetable and Schedule sections of Course Section Maintenance, the user must add additional sections for each class/grade level by clicking the **Add** button. Follow the steps to enter new information in the **Timetable** and **Schedule** section for the new section.
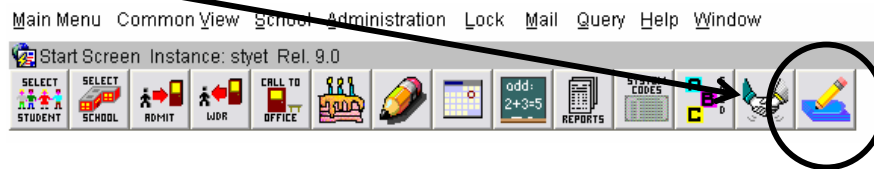
All sections for the Advisory class of the school's self contained grades (PreK through 6th) should now be entered in Course Section Maintenance.
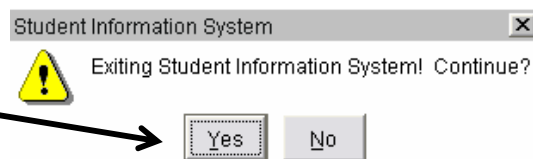
Accessing the Attendance Module

From the DCSTARS start screen, the user is able to begin documenting students' attendance by entering the Attendance Module.
Select the Attendance icon on the DCSTARS toolbar.

Select **Yes** to exit the Student Information System.

The Date field automatically defaults to the current date. If attendance is entered for a different date, manually enter the attendance date.

Click the plus sign to choose a date from the calendar.

Click Ok after the correct date is selected.

The Period Attendance Start Screen will display.

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1) Period Attendance Class Entry Screen

Period Attendance Class Entry Screen is used to mark students absent from class.

Period Attendance Menu

Period Attendance   Select   Navigate

Mass Entry
Mass Sign In/Out Entry
Sign In/Out Entry
Full Day/Multi-Day Absence

Class Entry
Team/Club Entry
Class Trips Entry
Bus Entry
School Closing Entry

Student Absences
Verify Registration
Reports
Attendance Intervention

Attendance Tumbles
Auto Dialer Interface
Attendance Entry Completion Log

Exit

Select **Class Entry** menu option.

The Period Attendance Class Entry Screen will display. Query to select the desired class (F7, F8 functions).

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Place a checkmark in the **A** column for <u>absent</u> students and a checkmark in the **L** column for <u>late</u> students.

Check the Attendance Entry Complete box to save the attendance, and apply date/time for Attendance Entry

Note: The Reason field cannot be updated on the Class Entry screen. The field will display after entry in the Mass Entry screen.

2) Full Day/Multi-Day Absence

Full Day/Multi-Day Absence screen may be used to enter a single day or multiple days of student absences.

From the Period Attendance Start Screen, go to Period Attendance menu and select the **Full Day/Multi-Day Absence**.

When accessing the Full-Day/Multi-Day Absence screen, the last student previously queried on another screen is automatically defaulted to this screen.

Full-Day/Multi-Day Absence

From Date   To Date   Absence Reason

View: ○ Absent
      ○ Omitted

Total:

Confirm Selection

The currently selected student is   Doe, John
Would you like to select another student to enter attendance for?

Yes   No

Click **Yes** to choose another student, and **No** to select the current student.

Please Note: If the user selects YES, query a student from the Select Pupil window (F7, F8 functions). Click the **Select** button to choose the student.

Action Edit Block Field Record Query Lock Help Window

Select Pupil

Pupil Number	Gr.	Legal Name	First Name	M / F	Birth Date	School	Phone

Select

Enter the first date of absence in the **From Date** field, the last day of absence **To Date** field, and the appropriate absence reason in the **Absence Reason** dropdown menu.

The number of days the student is marked absent will appear and the student's detail record will reflect an absence for each class period.

Select the **Save** button to store your information

3) Period Attendance Mass Entry Screen

The Period Attendance Mass Entry Screen is a repository of all attendance records entered for a given day. The user is able to enter absence and tardy reasons for each class in this screen.

From the Period Attendance Start Screen, go to Period Attendance menu and select **Mass Entry**.

The Period Attendance Mass Entry Screen will display.   All of the absent and late records entered in the Class Entry and Full-Day/Multi-Day Absences are viewed in the Mass Entry screen.

The Mass Entry screen should be used for entering and updating absence reasons.

Select the Office Reason from the dropdown menu.

The office reason must be entered or changed for each period absence. Each row represents one class period. To enter a new class period attendance, click the Add button ADD .

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A blank row will appear.

There are two ways to enter a student:

- Type the pupil number in the **Pupil No.** column.
- Select the **?** in the **Pupil No.** column, and query the student by last name and/or first name in the **Selec**t **Pupil** window.

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Once the student is listed, select the dropdown in the Class Entry column and select either **Absent** or **Late** for the student.

Click the ? in the **Sec** column to view the students scheduled classes, and select the class to mark the student absent/late. The Course, Section, Teacher, and Period fields will automatically populate.

Select the Office Reason from the dropdown.

If the Office Reason is unknown, the absence may be created without a value until a reason is identified.

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4) Student Absences Screen

Individual student absence data may be viewed from either:

Attendance module
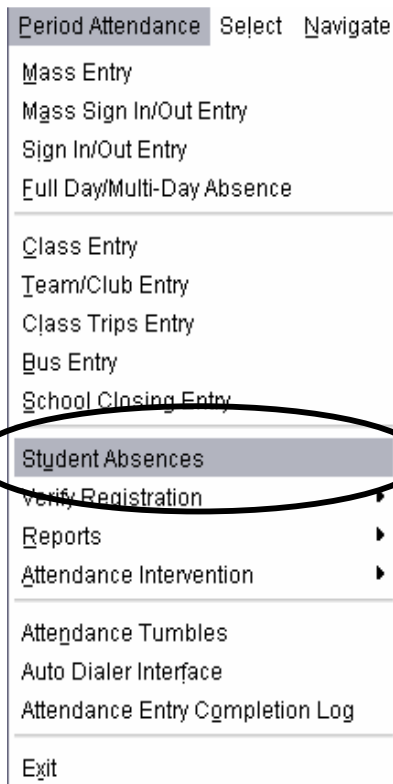
OR

Common View menu on the
DCSTARS Start Screen
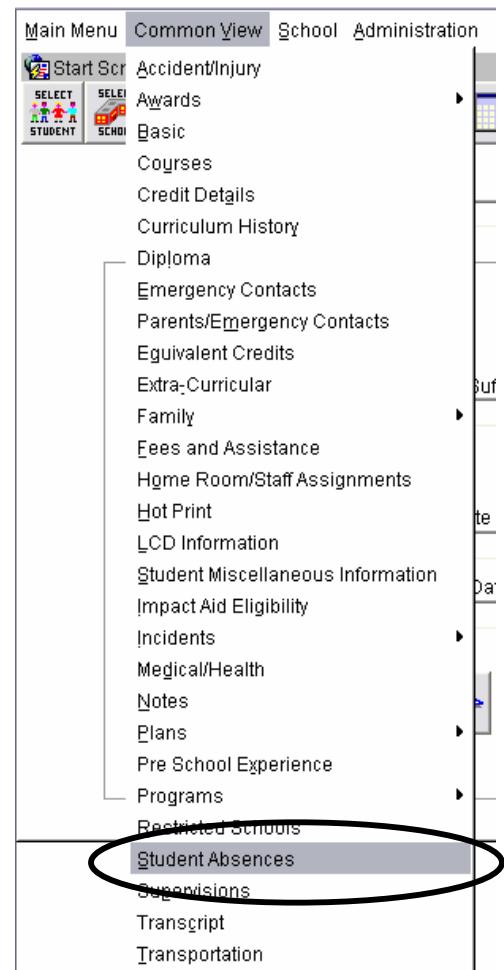
The student absences shows a list of all class periods for which a student has been marked absent or late along with the Office Reason assigned to the absence.

Count of Absences/Lates

Select the **View by Date** radio button to view absences/lates according to the date.

Select the **View by Class** radio button to view absences/lates according to the class.

Select the Summary button to view a summary of the student absence data.

The F7, F8 query functions will not operate in this screen. However, if the user desires to view a different student, manually delete the pupil number, type in the new pupil number, and select the **Query** button.

This button will allow you to query another student by pupil number only.

Click the **Days** radio button to view a summary of the student absence data according to Days converted to full and ½ day absences.

	Authorized Half	Authorized Full	Excused Half	Excused Full	Unexcused Half	Unexcused Full	Totals Half	Totals Full	Total Days
Monday	0	0	0	0	0	0	0	0	0.00
Tuesday	0	0	0	0	0	0	0	0	0.00
Wednesday	0	0	0	0	0	0	0	0	0.00
Thursday	0	0	0	0	0	0	0	0	0.00
Friday	0	0	0	0	0	0	0	0	0.00
Saturday	0	0	0	0	0	0	0	0	0.00
Sunday	0	0	0	0	0	0	0	0	0.00
Total	0	0	0	0	0	0	0	0	0.00

Click the **Reasons** radio button to view the summary of the student absence data according to Reasons converted to full and ½ day absences.

	Authorized Half	Authorized Full	Excused Half	Excused Full	Unexcused Half	Unexcused Full	Totals Half	Totals Full	Total Days
ex.Excused Absence	0	0	2	1	0	0	2	1	2.00
ex.Illness	0	0	1	0	0	0	1	0	0.50
n.Unexcused Absence	0	0	0	0	4	0	4	0	2.00
Total	0	0	3	1	4	0	7	1	4.50

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Click the **Periods** radio button to view the summary of the student absence data according to Periods.

From the **Period Attendance – Student Absences** screen, select the Attendance History button

Attendance History . This allows the user to view the students archived attendance history from previous years, including every school attended in the District of Columbia Public School System.
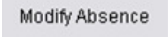
The Modify Absence button Modify Absence allows the user with proper authority to make changes to a student's current year attendance records.

Printing Attendance Summary

To print the students Attendance Summary, select the Hot Print button from the Period Attendance-Student Absences screen.

Select the
Attendance
Summary
checkbox to view
the information.

Select the Hot
Print button.